



# **Austin City Council Saturday Citizens Forum Recommendations**



Presented by  
***Ray Baray, Acting Chief of Staff***  
***Shirley Gentry, City Clerk***  
***Deborah Thomas, Law Department***

# ITEM FROM COUNCIL

**Council adopted Resolution No. 20120308-037 on March 8, 2012, which directed the City Manager to:**

- (1) coordinate with the City Clerk and the City Attorney to conduct a Special Called meeting one Saturday in 2012 for a three-hour Citizens Forum, and
- (2) report back to City Council on the actual costs of the event so that it may consider scheduling more in the future.



# DIRECTION FROM COUNCIL TO DATE

- Allow for posted AND open communications from citizens
- Allow for discussion with citizens during the forum
- Ensure public promotion of the event
- Forum should be recorded
- Cost impact should be limited
- Date of Forum – October 27<sup>th</sup>, 9 a.m. to 12 noon



# MEETING FORMAT

## A G E N D A

1. **Introductory Remarks by Mayor & Council**
2. **General Citizens Communication**
3. **Open Citizens Communication**
4. **Adjourn**



# SPEAKER SIGN-UP

## General Citizen Communication

- **Maximum of 20 individuals can sign-up to speak**
- **Must register in advance**
- **Sign-up period (10/13 – 10/20)**
- **Can speak for 3 minutes**
- **No donation of time**

## Open Citizen Communication

- **Number of speakers limited by length of meeting**
- **Do not have to register in advance**
- **Sign-up on the day of the forum**
- **Can speak for 3 minutes**
- **No donation of time**



# PUBLIC NOTIFICATION

**Residents will be notified of the Forum in several ways:**

- City's Website – [www.austintexas.gov](http://www.austintexas.gov)
- City's Facebook and Twitter accounts
- Announcements on Channel 6
- Staff recommends mentioning the Forum at upcoming Work Sessions and Council Meetings.



# FISCAL IMPACT

## Cost of Saturday Citizens Forum:

CTM Digital Media Support	-	\$ 155
Channel 6 Production Staffing	-	\$ 90
Closed-Captioning	-	\$ 385
Building Services Staffing	-	\$ 194
Security	-	\$ 634
Utilities	-	<u>\$ 200</u>
<b>TOTAL =</b>		<b>\$1,658</b>



# TIMELINE

- **October 10** – first release of media announcements
- **October 11** – Mayor announces Forum at Council Meeting
- **October 13** – beginning of speaker sign-up
- **October 16** – Mayor announces Forum at Work Session
- **October 18** – Mayor announces Forum at Council Meeting
- **October 20** – end of speaker sign-up
- **October 22** – posting of Forum agenda
- **October 27** – date of Forum



# QUESTIONS?

*Presented by*

**Ray Baray, Acting Chief of Staff**

City Manager's Office

**Shirley Gentry, City Clerk**

Office of the City Clerk

**Deborah Thomas, Division Chief**

Law Department

